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TEAMS BASIC NAVIGATION

"Back Button"

- Do not use the browsers "Back" button! Users are booted from the application and will have to log in again.
- Use the navigation (e.g., "Cancel" links or tabs) to move around in the application.

Exiting Screens

- Click the red <X> in the upper right hand corner of the window to return to the previous screen.

Incomplete/Complete Status

- Each section displays an Incomplete/Complete status in the upper right hand corner of the screen.

- Once information is entered into the screen, the status will turn to "Complete" and the data entry fields will roll up (or "hide") as shown below:

- Click the "Complete" link to expand the screen again.

Sorting Records

- Click on the table column headings to sort the table using the data in the column.
- Click on text column headings (e.g., Name) to sort alphabetically; click again to reverse the sorted order.
- Click on headings for numerical columns (e.g., SEID or SSN) to sort data from smallest to largest; click again to reverse the sorted order.

Using Filters

Select any records having similar characteristics by setting filter criteria. This feature locates a single record or group of records with similar qualities.

- Enter the criteria for the search and click the <Apply Filter> button.
- The search locates any records having the criteria entered.
- In the "Text" filter box, a name or combination of letters will locate all records with that combination of letters in ANY field. For example, entering "ter" would locate employees named Roger Pot**ter**, Pe**ter** Robinson, and **Ter**ry Clark and will also return all error messages containing "ter" such as "The data you en**ter**ed is not valid."
- The SEID filter will locate all SEID records with that string of numbers in the SEID.
- To remove the filter and display all records, click the <Reset Filter> button.

Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

SCHOOL EMPLOYEE ID (SEID) GENERATOR

Background Information

Purpose

Use the SEID Generator to look up, add, edit, or delete a SEID record for any employee in the organization.

Overview

The Office of Public Instruction (OPI) assigns a unique SEID number for each employee of a school district or special education cooperative in Montana. For accredited nonpublic schools and Montana State schools, the OPI assigns SEID numbers for all administrative, teaching, and support staff *(see "[Who Needs a SEID Number?](#)")*.

Each employee is assigned a single SEID number for life, even if the individual works at more than one school or district. An employer organization (i.e., district, cooperative, or state or accredited nonpublic school) will use the TEAMS SEID screen to request a SEID number for an employee. If the individual already has a SEID number assigned, the SEID Generator will locate that number.

Requesting/creating a SEID number for an individual is a one-time process. Once it is created, the SEID number remains in the OPI's system and may be searched and located by any school district with access to TEAMS.

How will SEIDs be used?

SEID numbers are used in TEAMS and other OPI data collections to identify individuals. The OPI will use this data for many purposes. For example, the OPI will use SEIDs to determine whether schools employ properly licensed and endorsed staff to provide instruction and services as required by Montana's accreditation and licensure standards. The OPI will also use SEID numbers to produce district salary and benefit reports required by [20-7-104, MCA](#). Accuracy is very important!

Who needs a SEID number?

Every employee of a school district or special education cooperative must have a SEID. State schools and accredited nonpublic schools must only have a SEID number for each person employed as an administrator, teacher, instructional paraprofessional, librarian, counselor, or other licensed professional. If a district uses a contractor to perform duties covered by the Montana accreditation standards, the organization must obtain a SEID number for the individual who performs those services.

The SEID number matches the Educator License folio number for anyone holding a Montana Educator License.

[(Return to FAQ's)](#)

SEID Search Screen (i.e., look up a SEID)

Purpose
Use the search screen to:
1) Search the SEID database to locate potential matching records for a person; or
2) Search to look up an existing SEID number for a person.

Locate the SEID Search Screen
There are two methods to reach the "SEID Search" screen:
- Method 1 -
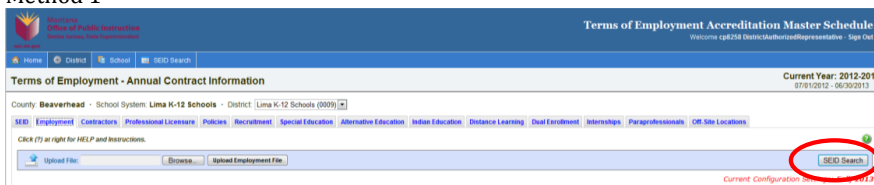
  - At the right side of the "Upload File:" bar, click the "SEID Search" button.

- Method 2 –
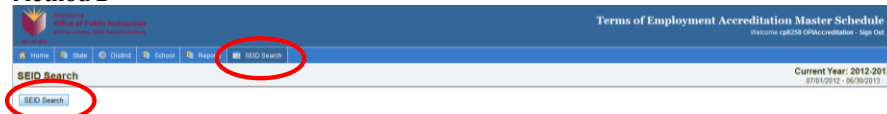
  - On the "Home" row, click the "SEID Search" tab.
  - Click the <SEID Search> button.

Search for a SEID Record

- Enter a name, portion of a name, or Social Security Number and click the <Search> button.
- Any records matching the criteria will display.
- If the individual already has a SEID number, it will display.

- If the system did *NOT* locate a SEID number for the individual, request a new SEID number by manually entering the person's information. *(See "Manually Add a SEID.")*
- Click the red <X> in the upper right hand corner to return to the "SEID" screen.

NOTE: The SEID Search will display all like names and previous names. That is, for example, a search for the last name "Wilson" will display all SEIDs who have the current OR PREVIOUS name of Wilson in the OPI's system, such as maiden names, etc.

TIPS:
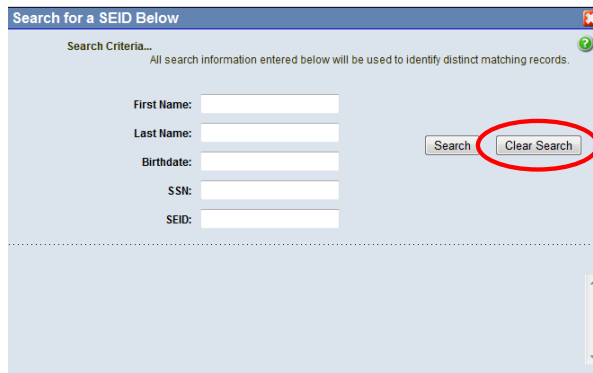- Use only one or two search criteria to broaden the search. Entering too many criteria may exclude the record that is being searched for.
- If there is a mismatch on certain criteria, delete those criteria in the search. For example, if the message says a record that is to be added doesn't match a birth date but matches other criteria of an existing SEID, remove the birth date from the search criteria to see all SEIDs with the same name and SSN that is being searched for.
- Try searching with only the last name or only the first name. Last name searches will display all SEIDs having that name, currently or in the past (i.e., maiden names).
- If there are any errors, please notify the OPI sot that the errors can be corrected.

Clarify a Possible SEID Match

If the record entered matches some, but not all, of the characteristics of an existing record (e.g., the name and SSN match but the birth date doesn't match an existing record), confirm a potential match. This is necessary to avoid creating more than one SEID number per person.

Perform Another SEID Search

- To search again, click the <Clear Search> button. This clears the search list and returns to an empty "SEID Search" screen.
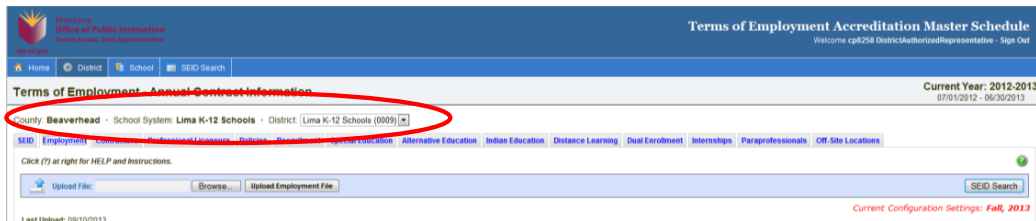
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SEID SCREEN INSTRUCTIONS

Purpose

This process identifies the unique SEID number for each employee. If the OPI has not yet assigned a SEID number, this process will create a new SEID number. The user may enter employee information using a file upload or by entering each record manually.

Select a County and District *(or Cooperative or Other Accredited School)*

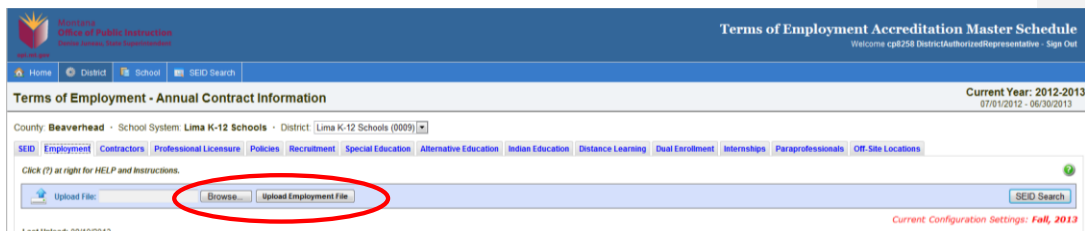If reporting for entities in more than one county,

- Click the box next to "County" to select the county in which the organization is located from the pull-down list.
- The "District" box will open.
- Click on the "District" box to select the district, cooperative, or other accredited school from the pull-down list.

NOTES:
- If the list does not contain the county or entity, call the OPI at 444-9444.
- To enter data for an entity, a user must have access rights assigned by the entity's Authorized Representative (AR) using a TEAMS Security Form. See the form for more details.

Upload a SEID File to Request SEIDs

NOTE: The SEID file must match the OPI's file format specifications. *(See TEAMS Collection File Formats.)*

- Click the <Browse...> button.
- Select the file in the "Upload File" dialog box.
- Click the <Upload SEID File> button.

TIP: If the file does not import, make sure that
    1) it is saved as a CSV or TSV format; and
    2) that there are no commas in the last field on the right in the file.

- Once the file is imported, records with errors are listed in the "SEID Records with Errors" table.
- Each record with an error _must_ be corrected or deleted. *(See "Edit a SEID Record".)*

- Records without errors are listed in the "Valid SEID Records" table.
  - These records show SEID numbers that are assigned to each employee.
  - These records do not require further action.
  - If there is an error or duplication in a record that cannot be accessed to edit or delete, please contact the OPI at 444-9444 about the error.

NOTE: If another file is uploaded, or the previous file is uploaded again, it will remove all the records from the screen and replace them with records from the newly uploaded file. Any edits made on the screen will be erased. However, any SEIDs previously listed in the "Valid SEID Records" table are still on file at the OPI and the SEIDs can be retrieved if needed.

Manually Add a SEID

NOTE: One SEID number can be requested at a time and as many records as needed can be added. One or more records may be added manually after uploading a SEID file.

- Click the "Add New SEID Record" link under the "Valid SEID Records" table.

- Enter all required (*) fields.
- Click the <Validate Record> button.
  - If no existing match is found,
    - A new SEID number is created;
    - The application returns to the SEID Generator screen; and
    - The record is shown in the "Valid SEID Records" table.
  - If a partial match is found,
    - The application opens to ask for a review of potential matches to be sure the employee is not one of those existing records.

  TIP: Search using only one field, such as last name or SSN, to view all possible matches.

  - When the application locates the desired record, click the "Select" link to the left of the record to be added.
  - The application returns to the "Add SEID Record" screen with the fields prefilled.
  - Click the <Validate Record> button to save the record and return to the SEID Generator screen.
  - The new record now appears in the "Valid SEID Records" table.

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Edit a SEID Record

- Any record may be edited from the "SEID Records With Errors" table. These records have not yet created SEID numbers.
- Click the "Edit" link to the left of the record to be edited.
- The "Edit SEID Record" screen opens.
- Edit the data as needed.
- Click the <Save Changes> button to save the edits and return to the SEID Generator screen.
- Click the "Cancel" link to cancel any edits and return to the previous screen.
- The record will appear in the "Valid SEID Records" table.

NOTES:
- Any record in the "Valid SEID Records" table can be edited ONLY if the new record was added and a new SEID was created in the *current open* session.
- If the original SEID request was not entered in the current open session, it may viewed but not edited.
- Call the OPI at 444-9444 if a SEID record needs correction.

Remove a SEID Record

- Any SEID record can be removed from the "SEID Records With Errors" or the "Valid SEID Records" tables.
- Click the "Remove" link on the "Valid SEID Records" table (or "Delete" on the "SEID Records with Errors" table) to the right of the record to be deleted.

- The "Delete SEID Record" screen will open.
- Verify the record to be deleted.
- Click the <Remove from History> button to remove the record.
- Click "Cancel" to return to the previous screen.

    NOTE: Removing a record from the "Valid SEID Records" table will:
    - o Remove the record in the OPI's database if the SEID number was created in the current open session; or
    - o be removed only from the "Valid SEID Records" table, if the SEID number was created by another entity. The SEID record will remain in the OPI's files.

View a SEID Record

- o A SEID record cannot be modified in any way while viewing it.
- o Click the "View" link to view a SEID record.

Export SEID Records

- o Click the "Export All Records" link under the "Valid SEID Records" table to export all the SEID records into an Excel file.

Remove All SEID Records

CAUTION: This action will remove **ALL** of the SEID records from the entities file, including filtered files that may be hidden from the current view. Be sure to reset the filter before removing all records. *(See "Using Filters'.)*

o   Click the "Remove All Records" link under the "Valid SEID Records" table.

TERMS OF EMPLOYMENT (TOE)

Background

Purpose

Use the TOE screen to upload a file or manually enter information about the organization's employees, including position codes, FTE, contract base salary, days and hours of employment, etc. The TOE data is collected for each fiscal year (July 1 through June 30). This data will be paired with Teacher-Class (i.e., course) data reported for the school year to determine whether the schools of the district meet applicable Montana accreditation standards. The data will also be used to produce an annual report of employee compensation as required by state law 20-7-104, MCA.

Who to report?

A district or special education cooperative must report every employee paid by a district or cooperative using TOE records.

A Montana state school, accredited nonpublic school, or residential treatment center must report all employees with positions that are governed by accreditation standards, (i.e., administrators, teachers, instructional paraprofessionals, librarians, counselors, and other licensed professionals).

For more information, see Terms of Employment - Descriptions of Data Fields.

Special Education Cooperative Employees:
- o   These employees must have a TOE record in the Cooperatives TOE data file before a district and report the employee in their TOE record.

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Instructional Paraprofessionals:
- o   Enter *only* Instructional Paraprofessionals that are in the classroom for *class overload.*
- o   Other Instructional Paraprofessionals are entered into the TOE file, then additional information is requested on the Paraprofessional Screen.

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TOE SCREEN INSTRUCTIONS

Locate the TOE Screen
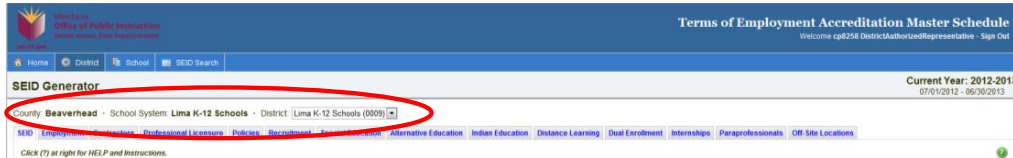
- o   On the "Home" row, click the "District" tab.

o Click the "Employment" subtab.

Select a County and District *(or Cooperative or Other Accredited School)*

If reporting for entities in more than one county,
- Click the box next to "County" to select the county in which the organization is located from the pull-down list.
- The "District" box will open.
- Click on the "District" box to select the district, cooperative, or other accredited school from the pull-down list.

NOTES:
- If the list does not contain the county or entity, call the OPI at 444-9444.
- To enter data for an entity, a user must have access rights assigned by the entity's Authorized Representative (AR) using a TEAMS Security Form. See the form for more details.

Upload an Employment File

NOTE: The Employment file must match the OPI's file format specifications. *(See TEAMS Collection File Formats.)*

- Click the <Browse...> button.
- Select the file in the "Upload File" dialog box.
- Click the <Upload Employment File> button.

  TIP: If the file does not import, make sure that
  1) it is saved as a CSV or TSV format; and
  2) that there are no commas in the last field on the right in the file.

- Once the file is imported, records with errors are listed in the "Employment Records with Errors" table.
- Each record with an error <u>must</u> be corrected or deleted. *(See "[Edit an Employment Record](".))*

- Records without errors are listed in the "Valid Employment Records" table.
  - These records show Employment numbers that are assigned to each employee.
  - These records do not require further action.

  NOTE: If another file is uploaded, or the previous file is uploaded again, it will remove all the records from the screen and replace them with records from the newly uploaded file. Any edits made on the screen will be erased.

Manually add an Employment Record

- Under the "Valid Employment Records" table, click the "Add New Employment Record" link.

Add Employment Record Field Definitions

Add Employment Record

Use this form to add the TOE file record below.

Please enter and confirm the information required.

On this screen you are entering information specific to the position code selected, and the record does not alter or have an effect on any other records regarding this employee.

* Fiscal Year:	2013	* Legal Entity Code:	0607
* School Code:	--- Please Select ---	* SEID:	[ ] Search
* Position Code:	--- Please Select ---		
* Employment Status Code:	--- Please Select ---	* Base Salary (Annual):	
* Employment Start Date:	07/01/2012	* Employment End Date:	06/30/2013
* Employment Hours/Year:		* Employment Days:	
* Employment Hours Code:	--- Please Select ---	* Employment FTE:	
Itinerant Employee Flag (Coops Only)	☐		

Once you have entered and confirmed the required information click the Add Record button.   Cancel   Add Record

- School Code
  - Select either "District Level" or the School at which the employee works.
  - If the employee works for more than one school of the district, report the portion of the employees position (FTE) under the appropriate school code.
    NOTES:
    - The school split is critically important when reporting the positions required by accreditation standards. The OPI will determine accreditation status based on this data.
    - The OPI Position Codes list has a column called "Level" which identifies whether the position code is normally reported at the district wide level or the individual school level.
- SEID
  - Enter the employees SEID number.
  - The employees name will appear in bright blue under the field.
  - If the employees SEID number is unknown, click the <Search> button to use the SEID Search to locate the number. *(See Search SEID.)*
- Position Code
  - Select the employee's position code.
  - List a separate position code for each duty the employee has. For example, an employee spend half his or her time teaching and the other half as the librarian. That teacher would have two TOE record with different position codes.
    NOTE: The list of codes will change dependent upon the selection in the School Code field. If the correct position code cannot be located, ensure the correct School Code is selected.
- Employment Status Code
  - Permanent "PERM" means the person is meant to serve through the remainder of the current school year in a position that is normally filled.
  - Temporary "TEMP" means the person serves in a position that is scheduled to end at some time in the future and the position would not normally be refilled.

- Base Salary (Annual)
  - Enter the employee's base salary, not including benefits, extra pay or stipends for extra duties.
  - Prorate the employee's total base salary among the positions, schools and districts in which the person's duties are reported.
    NOTE: Nonpublic schools do not have to report this to the OPI. Enter "1" in this field.
- Employment Start Date
  - Enter the start date of the employee's current contract.
  - Date must be within the current fiscal year.
- Employment End Date
  - Enter the end date of the employee's current contract.
  - Date must be within the current fiscal year.
- Employment Hours/Year
  - Enter the number of hours the employee is contracted to work for the current fiscal year.
    NOTE: Nonpublic schools do not have to report this to the OPI. Enter "1" in this field.
- Employment Days
  - Enter the number of days the employee is expected to work for the current fiscal year.
    NOTE: Nonpublic schools do not have to report this to the OPI. Enter "1" in this field.
- Employment Hours Code
  - Select either "FULL" for full-time employment or "PART" for part-time employment.
- Employment FTE (full-time equivalent)
  - Enter the FTE of employee.
  - FTE refers to the number of hours of work normally required in a full-time position. An FTE Unit is a portion of a full-time position dedicated to a specific position.
    - For example, a full-time principal would be assigned 1.0 FTE, regardless of whether the contract is for 10 or 12 months.
  - If an employee works at more than one school, report a separate record for the employees position for each school assignment (i.e., report a portion of FTE under each school code) except for the "District Level" employees.
  - Round FTE to three decimal places.
- Itinerant Employee Flag (Coops only)
  - This flag is ONLY required for Special Education Coop employees.
  - An itinerant employee is one whose job requires working with or serving children in more than one school district and requires travel.

- Click the <Add Record> button to return to the TOE Screen.
- Click the "Cancel" link to cancel and return to the TOE Screen.

Edit an Employment Record

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- Click the "Edit" link to the left of the employment record to be edited.

- Edit the fields as necessary.
- Click the <Save Changes> button to save the changes and return to the TOE screen.
- Click the "Cancel" link to cancel the editing and return to the TOE screen.

Delete an Employment Record

- Any Employment record can be removed from the "Employment Records With Errors" or the "Valid Employment Records" tables.
- Click the "Delete" link to the right of the employment record to be deleted.

- Verify the record shown is the record to be deleted.
- Click the <Delete Record> button to delete the record from the TOE file and return to the TOE screen.
- Click the "Cancel" link to keep the record and return to the TOE screen.

Export Employment Records

- Click the "Export All Records" link under the "Valid Employment Records" table.
  TIP: Export the Employment Records and save for use next year.

Remove all Employment Records

CAUTION: This action will remove **ALL** of the Employment records from the entities file, including filtered files that may be hidden from the current view. Be sure to reset the filter before removing all records. *(See "Using Filters".)*

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- Click the "Remove All Records" link under the "Valid Employment Records" table.

View TOE Report

- Click the <View Report> button above the "Valid Employment Records" table for a report of all the TOE records at the entity.

TEACHER – CLASS

Background Information

Purpose

The OPI uses the Teacher-Class data, in combination with the other OPI data collections, to determine the accreditation status of schools.

School district and other Montana accredited education programs must submit information about each class and each teacher, co-teacher, instructional aide or facilitator who has responsibility fo the class. All classes for the entire school year are to be reported in TEAMS, listing each employee/class match separately.

NOTE: The Annual Data Collection (ADC) previously collected information about *people* and the classes that were assigned to them. Conversely, the Teacher-Class data collection collects information about *classes* and the educators who are assigned to them.

Which Organizations (aka "Reporting Entities") must submit the Teacher-Class Report?

Montana public school districts, nonpublic accredited schools, and State-Funded schools (i.e., Montana School for the Deaf and Blind, Pine Hills School, and Riverside School) must submit the Teacher-Class data.

Special education cooperatives <u>do not</u> submit the Teacher-Class data portion of TEAMS because they do not provide classes. Districts must report any classes provided for district students using teachers, co-teachers, instructional paraprofessionals, and facilitators who are employed by a cooperative.

Residential Treatment Facilities must only report classes related to the public school educational services offered by the treatment center.

Which Classes and Educators Must be Reported?

A district or other Montana accredited educational program must report all classes the district provides for the entire school year. This includes any class provided by the district for its enrolled students using a teacher, co-teacher, instructional paraprofessional, or facilitator employed by the district or accredited educational program.

Classes in the data collection are uniquely identified using the combination of the Montana K-12 Course Code, Session Type Code, and the Session Number. To report all educators with responsibility for a unique class, there may be more than one record reported for the combination of fields that identify a unique class. For example, a teacher and instructional paraprofessional could be reported for a single class, and the two Teacher-Class records would be the same except one would differ in the SEID and the other fields that identify the role of the educator.

Report These Classes

- Any class offered at the high school for dual credit (i.e., the student earns both college and high school credit.

- Any class provided by a postsecondary school for which the district offers high school credit.
- Classes which use special education teachers and/or co-teachers employed by a cooperative. Typically, a special education co-teacher is an itinerant employee of a special education cooperative who works with the classroom Teacher of Record to provide supplemental special education for one or more students.
- Classes offered using distance learning, such as correspondence courses, online learning, videoconferencing, streaming video, etc.
- Summer school session classes that follow the school year. For example, report summer school classes held in June/July/August of 2014 with the school year 2013-14 TEAMS report of classes. If the district has not finalized plans for summer school classes for the following summer at the time of the fall data collection is made, districts should do their best to provide information about planned summer school classes and educators, including estimated enrollments. Summer school Teacher-Class data may be revised in May/June with the session is scheduled.
- Classes provided for at-risk students as part of an alternative education program of the district.
- Classes for Pre-K, Kindergarten, and Transition 1st grade.

Do not Report These Classes
- Special education related services (e.g., OP/PT services, speech and audiology services, etc.)
- Afterschool programs that are not part of the school curriculum
- Adult education classes and HiSET (formally known as "GED") preparation classes.

(Return to FAQs)

Teacher-Class Screen Instructions

Locate the Teacher – Class Screen

- On the "Home" row, click the "School" tab.
- Click the "Teacher – Class" subtab.

Select the County, District, and School

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If reporting for multiple entities
- Click the box next to "County" to select the county in which the organization is located from the pull-down list.
- The "District" box will open.
- Click on the "District" box to select the district, cooperative, or other accredited school from the pull-down list.
- The "School" box will open.
- Click on the "School" box to select the school from the pull-down list.

NOTES:
- No records will be visible until a school is selected.
- If the list does not contain the county or entity, call the OPI at 444-9444.
- To enter data for an entity, a user must have access rights assigned by the entity's Authorized Representative (AR) using a TEAMS Security Form. See the form for more details.

Upload a Teacher-Class File

NOTE: The Teacher-Class file must match the OPI's file format specifications. *(See TEAMS Collection File Formats.)*

- Click the <Browse…> button.
- Select the file in the "Upload File" dialog box.
- Click the <Upload Teacher-Class File> button.

TIP: If the file does not import, make sure that
1) it is saved as a CSV or TSV format; and
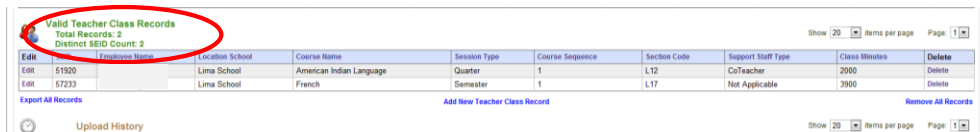2) that there are no commas in the last field on the right in the file.

- Once the file is imported, records with errors are listed in the "Teacher-Class Records with Errors" table.
- Each record with an error _must_ be corrected or deleted. *(See "_Edit a Teacher-Class Record_".)*
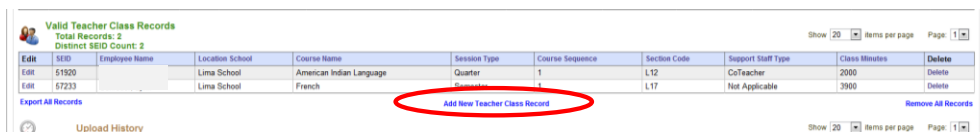
- Records without errors are listed in the "Valid Teacher-Class Records" table.
    o These records do not require further action.

NOTE: If another file is uploaded, or the previous file is uploaded again, it will remove all the records from the screen and replace them with records from the newly uploaded file. Any edits made on the screen will be erased.

Manually add a Teacher-Class Record

- Click the "Add New Teacher-Class Record under the "Valid Teacher-Class Records" table.

Add Teacher-Class Record Field Definitions

NOTE:

Alternative Education Classes:
  o Enter each Alternative Education Class the in the district.
  o When a class identified as an Alternative Education Class (*see "Alternative Education Program")*, TEAMS will request additional information about the Alternative Education Program on a separate Alternative Education Program Screen.

Distance Learning classes (including classes offered from the MT Digital Academy):
  o Enter the facilitator of the class, who must be a district employee.
  o When a class identified as a Distance Learning Class (*see "Distance Learning")*, TEAMS will request additional information about the Distance Learning Provider and the provider's teachers on a separate Distance Learning Screen.

- Owner Legal Entity Code
  o Ensure this is the correct Legal Entity (i.e., District) for the course record being entered.
- Owner School Code
  o Ensure this is the correct School for the course record being entered.
- SEID
  o Choose the correct teacher for the course record being entered.
    NOTES:
    ▪ A teacher may be listed several times, depending on the Position Code entered on the TOE record.
    ▪ If a teacher cannot be located, return to the TOE and enter the teacher there and return to this screen.
- Course Code
  o Select the correct Montana K-12 Course Code. Districts are not required to replace their existing district-assigned codes or names for courses, but districts must crosswalk all

courses using the standardized K-12 Course Codes in order to report those course to the OPI.

Prior-to-Secondary Course Codes

- Prior-to-Secondary course codes may only be reported in elementary schools having K-8 self-contained classrooms.

Secondary Course Codes

- Secondary (grades 5-12) course codes may only be reported under middle schools and high schools.

Elementary Grades

- K-12 Course codes for self-contained K-8 classrooms range from 73030-Kindergarten (self-contained) to 73038 – 8 Grade (self-contained). Additionally, K-8 Physical Education and Music classes have specific grade-level course codes for elementary level classes. Other curricular areas within self-contained K-8 classes do not have specific course codes and are not identified as separate classes in the Teacher- Class data collection.

Title I Classes

- Title I classes do not have specific course codes; however Title I classes are generally identified as reading or math classes using grade 5-12 course codes and are further identified using Academic Level Code "RE" – Remedial.

Structured Recess

- Use code 58018 to record Structured Recess

Combination Grade Classes

- Use code 73039 (Prior to Secondary Education) to record the Combination Class.
- In the Grade Low/High fields on the next screen, choose the lowest grade for the Grade Low field and the highest grade for the Grade High field.

> **Comment [BE1]:** Is there anything else odd that should be listed here?

(Return to FAQs)

- Teacher of Record?
  - Click the box if the SEID in the record is the educator who actually teaches the class.
  - The "Teacher of Record" is responsible for a students learning activities that are within a subject or course and are aligned to performance standards.
  - There may be a Teacher of Record AND a support staff person (co-teacher, instructional paraprofessional or facilitator) associated with a particular class section. Create a separate Teacher-Class record for the class section for each SEID.
  - Special Education teachers of record was previously referred to as a "Sole Provider." In the Teacher-Class data collection, a special education teacher is identified as the Teacher of Record and the Academic Level Code of the class should be listed as "SE" Special Education.
- Section Code
  - Enter the section number used by the entity to identify this unique course.
  - This can be a combination of letters and numbers.
- Session Type
  - Select the proper Session type.
  - Elementary grades are typically "SY" for the full school year.
  - Middle grades (5-9) is the term for which a final grade is assigned for the class.

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- o High School grades (9-12) is the term for which credit is given for the class. If partial credit is allowed for a student's passing a portion of the year, that term should be reported as the Session Type Code.
- o Distance learning or self-paced classes – indicate the session type that most closely matches the planned assignment of class credit for completion, even if the time needed to complete the class does not coincide with the session's normal start and end date.
    - ▪ Mini Term (MT) – a school term which is shorter than a regular session. A mini term is generally delivered as a sub-term within a larger session. For example, an 18 week semester may be divided into 6 mini terms of 3 weeks each.
    - ▪ Inter Session (IS) – a short session which occurs between longer sessions, such as during a winter or spring break.
    - ▪ Long Session (LS) – a Session that is longer than a Semester, but shorter than a Full School Year.
- Session Number
    - o Select the proper session of the course.
    - o Session Number refers to a stand-alone class session. This generally refers to a term for which credit is earned.
        - ▪ Full year classes will have a Session Number of 1.
        - ▪ For semester classes, the first semester would be Session Number 1 and the second semester would be Session Number 2.
        - ▪ For quarter classes, the first quarter would be Session Number 1, the second quarter Session Number 2 and so forth.
- Support Staff Type
    - o If the Teacher of Record box is not clicked, select the appropriate support staff type of the teacher.
        - ▪ Co Teacher (TE) – Licensed teacher who works with the Teacher of Record to provide supplemental educational services for one or more students in the class.
        - ▪ Facilitator (FA) – The individual employed by the district to facilitate a distance, online and technology-delivered learning class in accordance with ARM 10.55.907.
        - ▪ Instructional Parapro (IP) – Instructional paraprofessional as defined in ARM 10.55.715.
- Co Teacher Type Code
    - o If Co Teacher was selected in the "Support Staff Type" field, select the type of Co Teacher for the course.
        - ▪ Special Education (SE) – Co Teacher who is responsible for special education. A special education co-teacher is often partnered with a Teacher of Record who is employed on an itinerant basis by a special education cooperative to be in the classroom on a steady basis or who is a general education teacher who needs a co-teacher to provide parallel special education services in the classroom.
        - ▪ Title I (TI) – The co-teacher is responsible for providing instruction for students who are eligible for Title I services while working with the Teacher of Record.
- Instructional Para Type Code
    - o If Instructional Paraprofessional was selected in the "Support Staff Type" field, select the type of Instructional Paraprofessional type of the teacher.

- General Education (GE) – The Instructional Paraprofessional is responsible for general education while working under the supervision of the Teacher of Record.
- Special Education (SE) – The Instructional Paraprofessional is responsible for special education. A special education instructional paraprofessional is sometimes assigned to work under the supervision of a Teacher of Record to provide parallel special education services in a general education or special education classroom.
- Title I (TI) – The Instructional Paraprofessional provides services for students who are eligible for Title I services while working under the supervision of the Teacher of Record.
- Alternative Education Program (AE) – The Instructional Paraprofessional provides services in an alternative education program of the school district while working under the supervision of the Teacher of Record.

- Academic Level Code
  - Select the appropriate academic Level of the course.
  - A single class may commonly serve students in multiple academic levels, but only one academic level may be listed per class. Enter the academic level that most closely identifies the major emphasis of the course curriculum and delivery, not the students' academic level.
    - Special Education (SE) – The class provides education and related services for students with disabilities in accordance with an Individual Education Plan (IEP). The class adapts the curriculum, materials, or instruction for students identified as needing special education. This may include instruction for students with any of the following: autism, deaf-blindness, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, serious emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury, visual impairment, developmental delay, and other health impairments.
    - Remedial Education (RE) – The class aims to improve any particular deficiency, including a deficiency in content previously taught but not learned. In grades 5-12, remedial reading and math courses are typically Title I classes.
    - General Education (GE) – The course provides instruction in a given subject matter area that focuses primarily on general concepts for the appropriate grade level.
    - Honors (HO) – Specialized classes that offer a faster pace and more rigorous curriculum program. Usually, honors class programs are selective based on previous academic performance in the subject and on the results of a subject area exam. Honors classes give high-ability students the opportunity to be more challenged than they would be in a regular class.
    - Enriched Education (EE) – Not bearing another higher level designation. [Comment [BE2]: What does this mean exactly?]
    - Basic Education (BE) – The course focuses primarily on skills development, including literacy in language, mathematics, life and physical sciences, and social sciences and history.

Click the <Next Page> button.

- Credit Amount
  - o Enter how many credits available to a student completing the class.
  - o Enter "0" if no credit is assigned for this class, including PK-8 classes and any other class for which credits are not earned.
- District Course Name
  - o Enter the name the district uses for the course.
  - o This may differ from the OPIs course codes.
- District Course Number
  - o Enter the number the district uses for the course.
  - o This may differ from the OPIs course numbers.
- Class Start Date
  - o Enter the date the class starts.
- Class End Date
  - o Enter the date the class ends.
- Class Minutes/Year
  - o Enter the Public Instruction time for the class, in minutes.
  - o For self-paced classes that take students more or less time for class completion, report the estimated time that would have been needed to complete the class in a traditional classroom setting.
- Dual Enrollment Credit?
  - o If this is a dual enrollment course, check the box.
  - o "Dual enrollment/dual credit" means opportunities for high school students to be enrolled in high school and postsecondary courses at the same time. There are three categories of such opportunities:
    - ▪ "College credit only" means students receive college credit for courses taken from a postsecondary institution but do not receive high school credit. Students may or may not be taking these courses during the school day.
      - *Do not record these classes in TEAMS.*

- ▪ "Dual credit" means students receive both college credit and high school credit for courses taken from a postsecondary institution. Students may or may not be taking these courses during the school day. The faculty member must have an appropriate K-12 license and endorsement in the subject taught or a Class 8 license.
  - ▪ "Concurrent enrollment" means the district offers these courses during the school day and they are taught by district high school faculty who have been approved by the post-secondary institution to teach these college level courses. Students receive both high school and college credit for the completed course.
  - o Additional information will be requested on a separate "Dual Enrollment" screen.
- Course Sequence
  - o Enter the sequence for the course. For example, Algebra II would be "2" in a sequence of Algebra I, II, and III.
  - o If there are no related sequence of courses or if the class is an elementary grade class, enter "1".
- Course Sequence Total
  - o Enter the total number of course sequences. For example, the Sequence Total would be "3" for Algebra I, II, and III.
  - o If there are no related sequence of courses or if the class is an elementary grade class, enter "1".
- Grade Low
  - o Select the lowest average grade the course is taught at.
  - o If this is a combination grade class, select the lowest grade taught.
- Grade High
  - o Select the highest average grade the course is taught at.
  - o If this is a combination grade class, select the highest grade taught.
- Class Enrollment
  - o Enter the number of students enrolled in the class, or enter the estimated number of students who will be enrolled in a class which has not yet commenced as follows:
    - ▪ Classes started on or before the first Monday in October (Fall Enrollment Count Date for ANB), report the actual enrollment as of the count date.
    - ▪ Classes not yet started as of the first Monday in October, but will be in session as of the February 1 count date, report the number of students estimated to be enrolled.
    - ▪ Classes that include neither the October or February count date, report the enrollment on the final day the class meets.
- Distance Learning?
  - o If this is a distance learning class, check the box.
  - o "Distance Learning" means instruction in which students and teachers are separated by time and/or location with synchronous or asynchronous content instruction and communication between student and teacher (e.g., correspondence courses, online learning, video conferencing, and streaming video). ARM 10.55.602.
  - o When this box is selected, additional information will be requested on a separate Distance Learning Screen.
- Alternative Education Program?
  - o If this is an alternative education program, check the box.

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- o An "Alternative Education Program" is a restructured academic program to serve at-risk students, operated within an accredited public school. In some cases, a school may operate an alternative education program at a site other than a school building fo the district.
- o When this box is selected, additional information will be requested on a separate Alternative Education Screen.

- Click the <Add Record> button to save the record and return to the Teacher-Class screen.
- Click the <Previous Step> button to return to the previous screen.
- Click the "Cancel" link to cancel the Teacher–Class record and return to the Teacher-Class screen.

Edit a Teacher-Class Record

- Click the "Edit" link to the left of the Teacher-Class record to be edited.

- Edit the fields as necessary.
- Click the <Next Page> button to save the changes and proceed to the next screen.
- Click the "Cancel" link to cancel the editing and return to the Teacher-Class screen.
- Edit the fields as necessary.
- Click the <Save Changes> button to save the changes and return to the Teacher-Class screen.

- Click the <Previous Step> button to return to the previous page.
- Click the "Cancel" link to cancel the editing and return to the Teacher-Class screen.

Delete a Teacher-Class Record

- Any Teacher-Class record can be removed from the "Teacher-Class Records With Errors" or the "Valid Teacher-Class Records" tables.
- Click the "Delete" link to the right of the Teacher-Class record to be deleted.

- Verify the record shown is the record to be deleted.
- Click the <Delete Record> button to delete the record from the Teacher-Class file and return to the Teacher-Class screen.
- Click the "Cancel" link to keep the record and return to the Teacher-Class screen.

Export Teacher-Class Records

- Click the "Export All Records" link under the "Valid Teacher-Class Records" table.

Remove all Teacher-Class Records

CAUTION: This action will remove **ALL** of the Teacher-Class records from the entities file, including filtered files that may be hidden from the current view. Be sure to reset the filter before removing all records. *(See "Using Filters".)*

- Click the "Remove All Records" link under the "Valid Teacher-Class Records" table.

Contractors Screen

Purpose

Locate the Contractors Screen

- On the "Home" tab, click the "District" tab.
- Click the "Contractors" subtab.

Professional Licensure Screen

Background Information

Purpose
Employees that have positions that require a professional license other than an educator's license are listed here.

Why is the OPI collecting this data?
This information will be used to monitor IDEA compliance and determine eligibility for the Quality Educator Payment.

Locate the Professional Licensure Screen

- On the "Home" tab, click the "District" tab.
- Click the "Professional Licensure" subtab.

Professional Licensure Screen Instructions

- If a professionally licensed employee is not listed, add the employees contract information on the TOE record and return here to complete the professional licensure information.
- Click the "Select" link to the left of the record.

- License Type
  - Select the proper Professional License the employee has.
- Enter the Employees First Name.
- Enter the Employees Last Name.
- Click the <Search Licensees> button.
- Select the proper license in the "Licenses Found" box.
- TEAMS will search the Department of Labor and Industry (DLI) database and return the remaining license information for the employee.
  - If the employees license number cannot be located, have the employee contact the DLI.
- Click the <Save> button to save the record.
- Click the <Cancel> button to cancel the record.

Comment [BE5]: Is this correct?

Policies Screen

Background Information

Purpose

Why is the OPI collecting this data?

There are several Administrative Rules of Montana (ARM) that require the Board of Trustees have various polices in place. Compliance with the ARM is critical for accreditation of Montana educational programs.

The OPI may request copies of policies to verify responses.

Locate the Policies Screen

- On the "Home" tab, click the "District" tab.
- Click the "Policies" subtab.

Policy Screen Instructions

First question only:
- Indicate which evaluation method the district has chosen by selecting it.
- Click the <Save> button to move to the next policy.

- Indicate that the Board of Trustees has adopted a written policy for each of the policies listed by selecting Yes or No.
- Each policy has a hyperlink to the ARM reference.
- Click the <Save> button to move to the next policy.

Recruitment Screen

Background Information

Purpose

Why is the OPI collecting this data?

The information provided will be used in the Critical Quality Educator Shortages report produced by the OPI every fall.

Locate the Recruitment Screen

- On the "Home" tab, click the "District" tab.
- Click the "Recruitment" subtab.

Recruitment Screen Instructions

No recruitment activities:

- If the district has not had any positions that have been recruited since the last data collection, click the "No openings or recruitment to report" box.
- Click the <Save> button.

Enter Recruitment activities:

- Click the <Add New Recruitment> button to add district recruitment activities.
- Add as many records as Recruitment Efforts were made.

- Recruitment/Endorsement Area
  - Select the proper endorsement area that the recruitment effort was made in.
- Recruitment FTE level
  - Select the academic level that the recruitment effort was made in.
- Total FTE
  - Enter the Total FTE that the recruitment effort was for. For example, if recruiting for two full-time Librarians, enter "2". However, a full-time Librarian and a full-time Counselor would need two separate recruitment records.
- Difficulty Filling Position
  - Select how difficult the position was to fill.
- Click the <Save> button to save the record.
- Click the <Cancel> button to cancel the recruitment record.

Special Education Screen

Background Information

Purpose
The OPI collects the percentage of FTE spent by each special education teacher and instructional paraprofessional with 3-5 year olds and 6-21 year olds.

Why is the OPI collecting this data?
The OPI must annually report this data to the U.S. Department of Education.

Which Special Education Teachers do I report?
Report the percentages for each employee with a position code of SE25 – Special Education Paraprofessional or TC03 – Teacher-Special Education.

Locate the Special Education Screen

- On the "Home" tab, click the "District" tab.
- Click the "Special Education" subtab.

Special Education Screen Instructions

- All employees with SE25 and TC03 position codes from the TOE are listed here. If a reportable position is not listed, enter them on the TOE and return here.
- Click the <Edit> button to the right of the record to be edited.

- Enter the percentage of FTE for the 3 to 5 year olds that the employee works with.
  - The other fields are calculated fields.
- Click the <Update> button to save and close the record.
- Click the <Cancel> button to cancel editing of the record.
- Repeat the steps for each Special Education Position.

Alternative Education Screen

Background Information

Purpose
Describe the district's Alternative Education Program(s), including the school to which the program is attached/assigned for accreditation purposes.

What is an Alternative Education Program?
An "Alternative Education Program" is a restructured academic program to serve at-risk students within an accredited public school district.

For Alternative Education Programs described below, be sure to list each class of the program in the Teacher-Class screen, identifying each class as an Alternative Education class of the school to which the program is attached
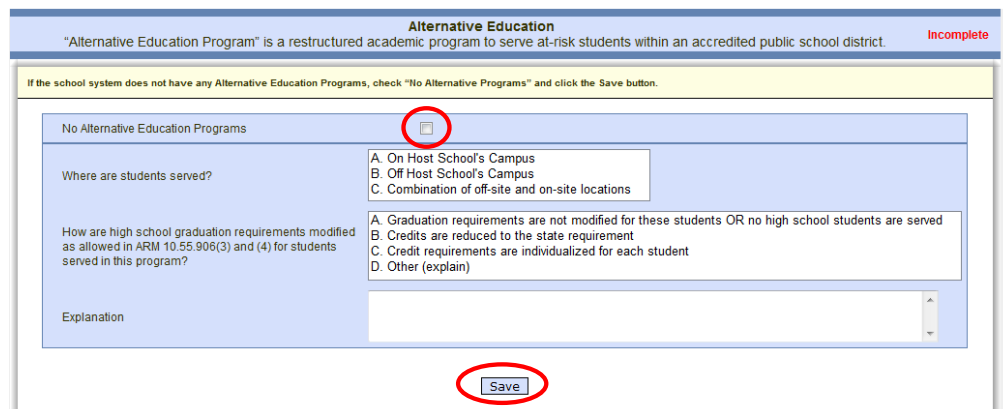
Locate the Alternative Education Screen
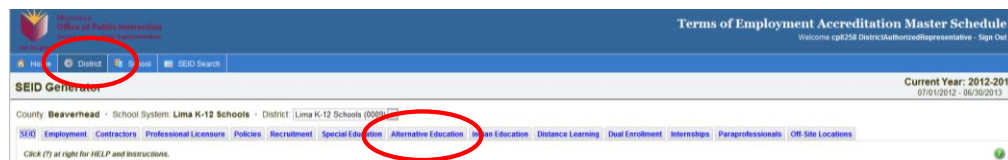
- On the "Home" tab, click the "District" tab.
- Click the "Alternative Education" subtab.

Alternative Education Screen Instructions

No Alternative Education Programs

- Click the "No Alternative Education Programs" box.
- Click the <Save> button.

Enter Alternative Education Programs

- Select the appropriate option for where the students are served.
- Select the appropriate option to how the high school graduation requirements are modified.
  o If "Other" is selected, an Explanation must be given.
- Click the <Save> button to save the information.
- Click the <Add New Alternative Education Program> button to add an Alternative Education Program.

Add New Alternative Education Program

- Enter the Program Name.
- Enter a Description of the Program.
- Enter the phone number to the location.
- Enter the Program Directors SEID number OR use the <SEID Search> button if the SIED number is not known.
- Enter the physical address of the Alternative Education Program.
- Click the <Save> button.
- Enter the enrollment count of the program as of the first Monday in October at each level.
- Click the <Save> button.
- Repeat the process for each Alternative Education Program the district has.

View the Alternative Education Report

Alternative Education
"Alternative Education Program" is a restructured academic program to serve at-risk students within an accredited public school district.   **Complete**

View Alternative Education Report

Show 20 ▾ items per page   Page: 1 ▾

- Click the <View Alternative Education Report> button to view the Alternative Education Programs for the district.

Indian Education Screen (District)

Background Information

Purpose

This annual report will provide the OPI with information on school and district efforts to implement the requirements of 20-1-501, MCA, Indian Education for All, and assist the OPI in planning for future staff development and technical assistance delivery options across the state. Each fall a summary of this report will be made available on the OPI website upon completion of the TEAMS submission and analysis cycle.

Locate the District Indian Education Screen
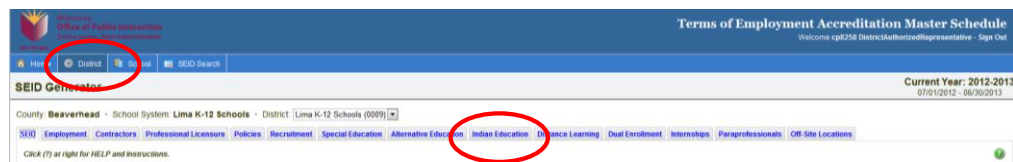
- On the "Home" tab, click the "District" tab.
- Click the "Indian Education" subtab.

Indian Education (District) Screen Instructions

Indian Education for all Funds

- Question 1: Select the appropriate response.
- Question 2: Enter text to answer the question.
- Questions 3 & 4: Select either Yes or No to the questions.
- Question 5: Select the appropriate response.
- Click the <Save> button to save the responses.

American Indian Student Achievement Gap Funds

No Indian students enrolled in the District:

- If there are no Indian students enrolled in the district, check the box.
- Click the <Save> button, to save the response.

There are Indian students enrolled in the District:

- Question 6: Select as many responses as necessary to explain the district's plan for using the Indian Student achievement Gap funds during the current year.
  - If "Other" is selected, an Explanation is required.
- Question 7: Enter text to explain how the district used the Indian Student achievement Gap funds during the previous year.
- Click the <Save> button to save the information.

View the Indian Education for All Report

- Click the <Indian Education for All Report> button to view a report of the districts responses.

Distance Learning Screen

Background Information

Purpose

The OPI collects information about Distance Learning providers and their employees who teach or facilitate Distance Learning classes so the OPI can verify the qualifications of the teachers and facilitators of Distance Learning classes used by Montana school districts/schools.

Provider Registration

#### August Registration

Distance Learning providers must register each year by the first Monday in August with the OPI as required by ARM 10.55.907. Distance Learning Providers can register on the OPI website at www.opi.mt.gov/Resources/Index.html.

June Registration

In June Distance Learning Providers are required by ARM 10.55.907 to report to the OPI all school districts served, the class provided and class enrollment.

Locate the Distance Learning Screen
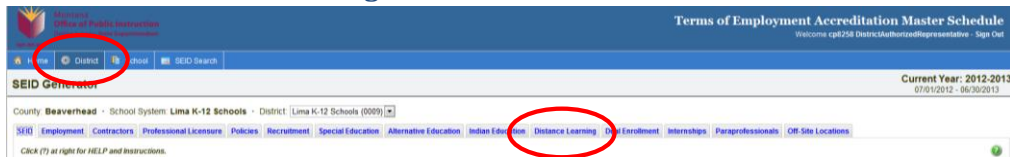
- On the "Home" tab, click the "District" tab.
- Click the "Distance Learning" subtab.

Dual Enrollment Screen

Purpose

Locate the Dual Enrollment Screen

- On the "Home" tab, click the "District" tab.
- Click the "Dual Enrollment" subtab.

Interships Screen

Purpose

Locate the Interships Screen

- On the "Home" tab, click the "District" tab.
- Click the "Internships" subtab.

Instructional Paraprofessionals Screen

Purpose

Locate the Instructional Paraprofessionals Screen

- On the "Home" tab, click the "District" tab.
- Click the "Paraprofessional" subtab.

Off-Site Locations Screen

Purpose

Locate the Off-Site Screen

- On the "Home" tab, click the "District" tab.
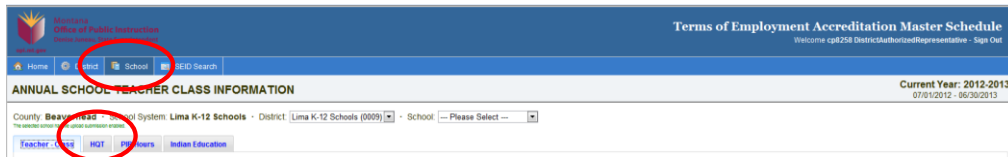- Click the "Off-Site Locations" subtab.

HQT Screen

Purpose

Locate the HQT Screen

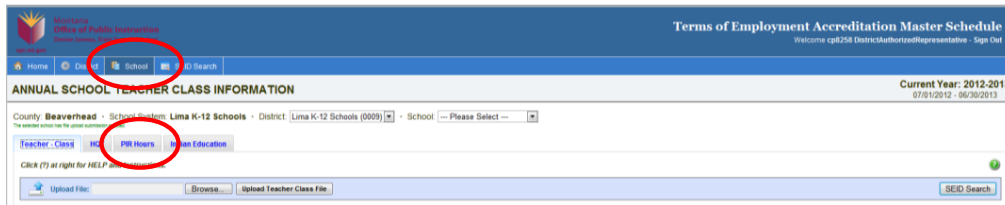- On the "Home" tab, click the "School" tab.
- Click the "HQT" subtab.

PIR Hours Screen

Purpose

Locate the PIR Hours Screen

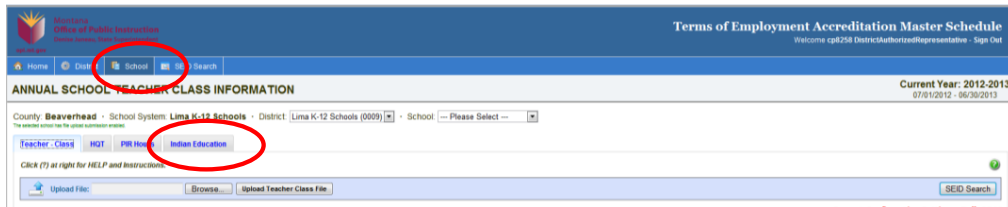- On the "Home" tab, click the "School" tab.
- Click the "PIR Hours" subtab.

Indian Education (School) Screen

Purpose

Locate the School Indian Education Screen

- On the "Home" tab, click the "School" tab.
- Click the "Indian Education" subtab.

REPORTS

TOE Report

Alternative Education Program Report

Indian Education for All (District) Report